Indiana Department of Education
SUPPORTING STUDENT SUCCESS

2009-2010 SES Provider Application
Questions and Answers

Question #1

I have been providing service in another state starting December 08 to present. So I'm relatively new! Am I considered a new company if I've not provided services in Indiana? Am I filling out the application as a new or existing company?

Answer #1

As it relates to this specific question, an organization that was launched in December 2008 would be considered a new organization regardless of where (in Indiana or any other state) the services were provided.

There are two sections in the application where an organization's status as a new organization or existing organization would impact the way an organization should respond to questions.

For Part Two, Section I of the application, an organization would be considered existing if it had provided tutoring services in Indiana or any other state for two or more years (NOTE: Even if the tutoring services were not part of an SES program, as long as the organization had provided academic assistance to students in the past, the organization would be considered an existing organization). Existing organizations would answer Part Two, Section I, Questions 1, 2, and 3.

An organization would be considered new (as it relates to Part Two, Section I of the application) if the organization had never before provided tutoring services or if the organization had provided tutoring services for less than two years*. New organizations would not answer questions 1, 2 or 3 of Part Two, Section I of the application but *would* answer the questions listed in the "Note" section of Part Two, Section I of the application.

All organizations will need to clearly identify whether they are considered an existing or new organization when providing responses to Part Two, Section I of the application.

For Part Three, Section III of the application, an organization that has been in operation for two or more years would answer Questions 1, 2 and 3 (NOTE: If an organization has not provided tutoring services in the past but has offered other

services and has been in operation for two or more years, the organization would be considered an existing organization for this section of the application). An organization that has been in operation for less than two years would answer Questions 1, 2 and 4.

*If an organization that has provided tutoring services for less than two years has collected enough data on the academic effectiveness of its program, the organization may opt to answer Part Two, Section I, Questions 1, 2, and 3 instead of answering the questions for new organizations listed in the "Note".

Question #2

What do I put for the number of years in service? Is it based on the date of my business license?

Answer #2

This question references Part One, Section I of the application. An organization should respond with the number of years it has been in operation (based on the date recorded on the organization's business license or legal documentation that established the organization).

Question #3

Does Indiana require providers to do an annual SES application renewal?

Answer #3

Approved Indiana SES Providers are required to reapply every five years. However, there are a number of special circumstances that would require a provider to reapply prior to its five year renewal application. Please be sure to review IDOE Policies and Procedures for SES, Subpart B, Section 2.0 (p) (P3) and Subpart C, Section 5.1(b) and (c).

Question #4

Our program is on-line and takes place on-site in the school computer lab. We have a student/instructor ratio of 1:1 online in addition to a certified on-site teacher in the classroom. He/She is there to assist the students if they have any difficulty working on their lessons online. Would it be correct to select 1:1 on the application? In our current programs our on-site teacher oversees approx. 15 students in the computer lab.

Answer #4

As it is described in this question, it appears that the certified teacher on-site in the computer lab at the school is available to provide technical assistance but is not actually providing instruction to students. Based on the description, it appears that students receive their instruction from a tutor online (in another location). If this is the case and the online tutor is not providing instruction to any other students while online with the student working in the computer lab at the school, the student/instructor ratio would be considered 1:1. In this case, the certified teacher in the computer lab at the school would not be considered a tutor for the students.